



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

April 27, 2009

Ms. Artricia Woods, Manager
Communities in Schools of Southbay, Inc.
17625 S. Central Ave, Ste E
Carson, CA 90746

Dear Ms. Woods:

RE: FINAL MONITORING REPORT for Communities in Schools of Southbay, Inc. (CIS) –
ET07-0220

Date of the Visit:	April 22, 2009
Beginning/Ending Time:	9:30 a.m. – 12:00 p.m.
Date of Last Visit:	August 14, 2008
Visit Location:	Carson
Persons in attendance:	Artricia Woods, Manager, CIS Elsa Wadzinski, Contract Analyst, Employment Training Panel
Action Required:	No

Term of Agreement:	12/30/06 – 12/29/08	Agreement Amount:	\$217,050
Training Start Date:	03/04/07	No. to Retain:	50
Date Training must be Completed:	07/06/08 or 09/06/08	Range of Hours:	60 - 240
Type of Trainee:	New Hire	Weighted Ave. Hours:	240

**SUMMARY OF ACTION
REQUIRED FROM THIS VISIT:** No

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (05/16/07)

Although the Agreement term ended December 29, 2008, the Contractor requested to prolong the Final Visit to allow them additional time to gather placement and wage information for their trainees. The visit was then further prolonged due to conflicting schedules.

FINAL REPORT SUMMARY:

The Agreement was executed on 02/21/07 and training for this project began on 03/19/07. You reported that all training was completed on 09/22/08, which allows for placement and the 90-day retention period for trainees in Jobs 1 and 2, to be completed within the term ending date of the Agreement – 12/29/08. Welfare to Work trainees in Job 2 had the option to complete training, job placement and start retention by July 29, 2008, to allow a retention period working 500 hours, within a period of 150 days, with up to three participating employers. There were no Amendment or Modification requests made during the term of this Agreement.

According to project staff, of the 50 trainees specified on Chart 1, Exhibit A of the Agreement, 38 (76%) completed the minimum number of training hours required (60 hours) for reimbursement. These trainees have received a total of 6,222 hours of training (4,326 hours in Job 1, and 1,896 hours in Job 2). At a reimbursement rate of \$18.08 per hour for Jobs 1 and 2, CIS would earn approximately \$112,493 (52%) of the total ETP Agreement amount, if all other Agreement requirements are met. Although 38 trainees have completed training, you have only been able to confirm placement and retention for 12 trainees, who have received a total of 1,128 amounting to approximately \$20,394 in ETP funding. You further commented that although you have only been able to confirm placement and retention for 12 trainees, you believe that many of the other trainees have also met ETP requirements, but they are not providing CIS with the required information. Since you have been paid \$87,143.25 to date, it appears you may have an overpayment of up to \$66,749, which will be handled at the fiscal closeout of this Agreement. The Analyst commented that all funding to date is unearned.

Ms. Wadzinski informed you that CIS must return to ETP all unearned monies under this Agreement with statutory interest computed from the first day of the month following the date the funds are received (Reference: Item 6, page 5 of the Terms and Conditions).

You stated that, although you did not complete 100 percent of the training, CIS was able to provide participating employers with skilled personnel, trained in Computerized Accounting and Automated Bookkeeping.

In discussing what barriers you experienced in implementing your ETP program, project staff stated that the barrier was not in implementation, but in placement; due to the recent economic downturn. You indicated that several of the participating employers were banks, mortgage and loan processing companies. You further stated that it was difficult recruiting good ETP candidates, and commented that the ETP Mailers used in the past were beneficial, and wished they had been available for this project.

Project staff reported that ETP's websites are user-friendly, and it was easy to learn the systems and enter data. You also commented that ETP staff provided good support throughout the Agreement. In closing, you stated that CIS has noted the addition of different types of training programs available on the ETP website, and that you may be interested in returning to ETP for another project in the future.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Enrolled:	41	Completed Training:	38
Trainees Still in Training:	0	Completed Retention:	12
Dropped Following Enrollment:	0	In Retention Period:	0
No. Completed Minimum Reimbursable Hours:	38	Awaiting Placement:	0

**The number of trainees listed as completing retention only identifies trainees that the Contractor was able to verify information regarding placement and retention.*

ATTENDANCE ROSTERS:

The Analyst reviewed attendance rosters for 9 trainees for the period of March 19, 2007 through September 22, 2008. The records reviewed demonstrated that the Agreement curriculum was provided and the required trainer to trainee ratio was adhered to.

Your project staff was advised that the above findings are based only on the training records reviewed during this visit. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT:

Sony will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at ewadzinski@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Wally Aguilar, Project Manager
North Hollywood, Regional Office

Signature on file

Elsa Wadzinski, Contract Analyst
North Hollywood, Regional Office

cc: David Guzman, Chief Operations Manager, ETP
Kulbir Mayall, Fiscal Manager, ETP
Master File
Project File

Date report mailed to Contractor 5/4/09